

## Emergency Management Director for the Town of Halifax, VT

### Position Description

#### JOB SUMMARY:

The Emergency Management Director (EMD) works for the Town of Halifax, reports to the Selectboard, and is responsible for ensuring that the Town is prepared to respond to emergency events arising from natural or man-made conditions that pose a risk to property or residents in Halifax. These emergency situations can include oil spills, release of hazardous substances, wildfires, floods, blizzards, ice storms, earthquakes, wind storms, and other crisis issues. The EMD is the point of contact within the town for all town officers and responding town service providers, as well as for other towns, and State and/or Federal Government in such emergencies.

The local EMD is responsible for coordinating the various components of the emergency management system including fire, law enforcement, emergency medical services, public works, volunteer groups, and state resources. By incorporating the four phases of emergency management (mitigation, preparedness, response, and recovery), the Halifax EMD can effectively manage the response to all hazard situations that occur in Halifax.

While this position will typically take less than 20 hours per week and has a generally flexible schedule, during and following emergencies, a significant investment of time can be expected.

**ESSENTIAL FUNCTIONS AND DUTIES:** (This section outlines the fundamental job functions that must be performed in this position. The "Qualifications & Job Requirements" sections state the underlying requirements that an employee must meet in order to perform these essential functions.)

- Identify potential emergency response situations in Halifax, e.g. All-Hazards Plan
- Analyze vulnerability for the various hazards
- Assess capabilities (develop an Emergency operation plan)
- Develop effective relationships with key response personnel and government officials
- Optimize preparedness of emergency responders, government officials, and Halifax residents
- Coordinate response and recovery activities
- Develop and implement hazard mitigation plans
- Facilitate, develop or enhance appropriate training for those who likely will be involved in emergency response in Halifax
- Develop appropriate budget requests and plans
- Coordinate the development of response plans, an all-hazards plan, and a mitigation plan. These plans should be of sufficient detail to ensure appropriate emergency response actions even in the event that an emergency occurs when the EMD is out of the area, and they should be updated annually.

## **QUALIFICATIONS:**

- High School diploma or equivalent
- Excellent verbal and written communication skills
- Familiarity with the ability of computers and Information Technology (IT) to promote emergency management work. Experience with administrative and emergency management tools strongly preferred.
- Proven leadership skills through volunteer, work, or civic roles
- Familiarity with the Town of Halifax infrastructure, and/or ability to learn
- Training, familiarity or practical experience with, or ability to learn, the National Incident Management System features such as the Incident Command System, as well as other relevant emergency management systems, processes, and regulations.

## **SPECIFIC DUTIES/ JOB REQUIREMENTS:**

1. If appropriate to the specific emergency, serve as the on-scene coordinator (i.e. Incident Commander) during declared emergencies and run the Emergency Operations Center (EOC) during town emergencies.
2. Develop and maintain an EOC facility and an alternate, a protected site from which key local officials oversee emergency operations.
3. Halifax is part of the Vermont Yankee Emergency Planning Zone (EPZ), and the associated EMD duties in the Radiological Emergency Response Program (RERP) include the following:
  - a. Effectively manage the budget and required quarterly reporting through Vermont Emergency Management (VEM), including making full and effective use of allocations intended for training or supplemental equipment or service needs;
  - b. Maintain accountability for RERP equipment;
  - c. Coordinate and participate in quarterly RERP drills and conference calls;
  - d. Manage distribution of residential RERP equipment (Tone Alert Radios), ensuring that all Halifax residential or non-residential homes have these radios;
  - e. Ensure that additional notifications systems, such as the RENT (reverse 911) system or other media-driven systems, are fully deployed and tested
  - f. Maintain town-specific Emergency Response Plan (including annual review); and
  - g. Participate in RERP meetings as required.
4. Coordinate Halifax Emergency Management (EM) activities and support with neighboring towns emergency services organizations including Halifax Volunteer Fire Company, Halifax Emergency Medical Services, Whitingham Ambulance Service, Rescue Inc., Vermont State Police (VSP), American Red Cross (ARC), Town Constable, Windham Regional Commission, , Agency of Transportation District 2, Game Warden, VEM, and other appropriate agencies.
5. Develop EOC staffing and internal procedures to permit key local officials to conduct coordinated operations in emergencies.



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6. Provide and coordinate Emergency Management (EM) support for town officials, residents, and organizations.
7. Conduct and/or participate in regional tests and exercises to give local officials and volunteers practice in directing coordinated operations under simulated emergency conditions. Notify local officials and volunteers of additional appropriate training available through VEM.
8. Coordinate with the local health officer, doctors, hospitals, and public and private sector medical personnel to develop emergency medical plans.
9. Manage coordination and recruitment, training, and support of Emergency Operations Center (EOC) staff
10. Maintain the town Emergency Operations Plan (All Hazards Plan), and all Emergency Management (EM) and Emergency Operations Center (EOC) equipment), (including training on use of these items.)
11. Coordinate maintenance and security and confidentiality of town emergency register for people who have special needs during an emergency.
12. Represent Halifax as part of Local Emergency Planning Committee (LEPC).
13. Provide quarterly and ad hoc updates to the Selectboard, describing recent activities such as training held, plans written and updated, and response to incidents.
14. Coordinate lessons learned activities following major emergencies or drills.
15. Provide Halifax residents and property owners with emergency preparedness information through an update in the annual town report, a presentation at the annual town meeting, and other forums, as requested.
16. The EMD will perform other Emergency Management related duties, as needed, or as directed by the Selectboard. Minimally, the EMD and Selectboard will participate in an annual goal setting and review of the previous year's results.
17. In coordination with the Selectboard, each year the EMD will review this position description and amend it, as needed, to address evolving needs of the town of Halifax.
18. Obtain and/or maintain training levels appropriate for the EMD role.
19. Ability to maintain confidentiality and follow Town Employee Handbook regulations.

**Employee Type:** Part-Time

**Supervision:**

Directly Supervises:   n/a   Indirectly Supervises:   n/a  

**Reports to:** Selectboard

**Approval of Position Description:**

Selectboard: Lewis J. Suman Date: 5/15/2012

Selectboard: Edee Edwards Date: 5/15/2012

Selectboard: Erin B. Hall Date: 15 May 2012